

JOB DESCRIPTION

Chief Investment Officer

North San Diego Family Office with assets in real estate, oil and gas, fixed income and equity securities. The Family Office has currently a small administrative staff and is governed by an Advisory Board and a “Board of Managers” of exclusively family members. The Family is searching for opportunities to grow the real estate portfolio and to optimize the existing real estate, fixed income and equity securities portfolios. It is anticipated that portfolio will be weighted as follows; 60% in marketable securities and 40% in commercial real estate.

The commercial real estate portfolio includes office, industrial, and land in California, Arizona and Texas.

POSITION SUMMARY

The CIO position will report to the CEO and Chairman (Family Member), Advisory Board and Board of Managers of the Family Office. The position is responsible for overseeing the investments, and investment managers of the Family Office including the real estate, fixed income and equity securities portfolios. The position and investments will be guided by the “The Long Term Family Strategic Investment Plan”.

Real Estate

Responsibilities include but are not limited to sourcing real estate investments by developing and executing new strategic real estate investment alternatives, designing plans to peruse the selected strategic investment initiatives, creating and maintaining an effective acquisition team (outside real estate brokers and consultants) and managing the people, programs, processes, and analysis of acquiring commercial real estate, recommending and prosecuting financing programs for the existing portfolio, sourcing debt capital to support the activities of the real estate portfolio and overseeing the operations of the real estate portfolio. Additionally, the position will be responsible for contributing to the sale process in terms of strategy, pricing, listings, and negotiations relative to the sale and other areas.

Fixed Income and Equities

Responsibilities include but are not limited to managing the various consultants in making investment decisions for the portfolio and accurately reporting to the Chairman and the Boards. Must have a proficiency in fixed income and equity investments (e.g., stock and bond portfolio management).

The ideal candidate will have a minimum of ten years’ related experience with a Family Office (preferable), private investor, opportunity fund, investment bank, or other opportunistic profit-oriented investment organization. Experience must be in leading an investment management team, writing strategic plans, locating, structuring, negotiating, and financing commercial real estate transactions, raising debt capital to support new acquisitions initiatives and existing properties, and have a proven track record in managing a real estate business. The candidate must also have a very strong background in fixed income and equity investment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Identify potential strategic commercial real estate investment trends and opportunities.
- Takes a leadership role in decision making on investments in the fixed income and equity arena with the Family Office and its consultants.
- Creates and maintains a team of professionals (internal or external) to originate, analyze, finance, close, manage and sell real estate investments.
- Leads underwriting and due diligence activities.
- Briefs members of the Advisory Board and the Board of Members on proposed acquisitions.
- Identifies sources of debt financing relationships.
- Works with professionals to structure and negotiate real estate transactions.
- Oversees closing of transactions.
- Responsible for the management of the investment group.
- Travel to visit investment managers and real estate investments.
- Possibility of position relocating to Texas candidate must be mobile.

POSITION REQUIREMENTS

Experience Requirements

The successful candidate will be a seasoned, experienced real estate and investment executive with a minimum of 15 years related experience typically gained with a Family Office (preferred), private investor, opportunity fund, pension fund advisor or investment bank.

Should have proven experience in managing people, programs, and processes. A successful track record of locating, structuring, financing, managing and disposing of successful real estate. A very strong proficiency in fixed income and equity investments (e.g., stock and bond portfolio management).

Educational Requirements

Bachelor's degree from an accredited institution in business administration, economics, finance, or real estate, complemented by a master's degree (a plus) with an emphasis on finance, economics or real estate. A CFA would also be preferable or over 15 years of work experience in a leading institution.

Skills, Abilities and Personality Traits

- High degree of honesty and integrity.
- Strong work ethic.
- A proven track record of successful investment.
- Proven debt sourcing relationships.
- Superior understanding of how to find structure and close profitable real estate investments.
- Superior understanding and proficiency of fixed income and equity investments.
- Knowledge of all type of real estate investments and multiple market knowledge.
- Demonstrated ability to effectively delegate and to manage.
- Ability to develop and maintain professional relationships.
- Strong organizational and planning skills.
- Proven leadership abilities
- Outgoing, business-like personality.

Please submit your resume to Peter Meredith at pmeredithmff@hotmail.com.